

## **INVOICING FOR STAFF AND OFFENDER TIME (FC-77)**

**6494**

(No.21 May 2016)

### **Responsibility**

The FC-77 is the cost summary for fire crews and related cooperator's staff (i.e., non-CAL FIRE staff) used on incidents or for incident support. It identifies, for billing purposes, the emergency hours (regular and/or premium) worked, and other billable costs such as travel expenses and incidental expenses.

#### **Division Chief**

The Division Chief and Camp Commander will compile one separate FC-77 for each fire incident within 10 working days of the end of the CDCR 7K Work Period during which the emergency incident hours occurred.

## **FC-77 DESCRIPTION, PREPARATION, AND SUBMISSION**

**6494.1**

(No.21 May 2016)

### **Responsibility**

The FC-77 is a one-page, two-sided form which must be completed with an original. It is an input document to the Activity Reporting and Costs (ARC) program package, and as such is designed to expedite the process of determining the total of recoverable costs from billable incidents involving USFS, BLM, other federal agencies, and civil entities.

#### **Division Chief**

#### **Camp Commander**

#### **Superintendent**

The FC-77 is developed by CAL FIRE staff in the conservation camp. It is reviewed by the Camp Commander/Superintendent and signed, signifying the accuracy of the time report. The FC-77 is then returned to the Division Chief, who will sign it after reviewing both the form and its supporting documents for accuracy.

**NOTE:** Overtime shown on the FC-77 should agree with the overtime hours on the personnel time sheets.

**For all CDCR camps:** The original is forwarded to the appropriate parent institution's accounting office (DAI), CDCR's accounting office (DJJ) for review and adjustment and is then forwarded to CDCR's Central Accounting Office, for invoicing and forwarding to CAL FIRE Sacramento Accounting Office. The Institution's Accounting Office will forward duplicates to the incident unit for preparation of the Activity Reporting and Costs (ARC) program package, and to the CAL FIRE home unit. Each Camp will retain copies for the Division Chief, and the Camp Commander/Superintendent (see Exhibit, [FC-77 PREPARATION AND DISTRIBUTION](#)).

### **Medical Emergency Response Team (MERT) Supervisor**

The FC-77 for MERT activities is not necessary. For invoicing of overtime, expenses, and supplies, see Section 6492.3.

## **HOW TO COMPLETE THE FC-77**

**6494.2**

(No.21 May 2016)

### **Responsibility**

#### **Division Chief**

The FC-77 is to be used for all CAL FIRE reimbursable emergency incidents. A separate FC-77 is required for each incident.

For detailed instructions regarding the completion of the FC-77, refer to [Section 3863](#) of **Incident Fiscal Management Procedures**, Handbook 3800. The Division Chief will assure that CDCR staff has access to, or a copy of, **Incident Fiscal Management Procedures** to facilitate accurate completion and submission of these documents.

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